

DOI Work Activity 4B: Manage/Protect Museum Items

Program Area:	Cultural and Heritage
End Outcome Goal:	PEO 3 - Protect Cultural and Natural Heritage Resources
Intermediate Outcome:	This activity does not align to an intermediate outcome
DOI Sub process:	4c - Provide facilities for public benefit (construct, maintain, and operate projects and facilities)

Examples/Notes: Museum items and museum collections are all items formally acquired for museum operation (i.e. museum property). Note: Items may or may not be cataloged at the time of acquisition.

Work Activity Description: Includes all direct and incidental costs related to managing, protecting, and preserving museum items when those costs are not covered in other activities. Includes costs of monitoring and controlling conditions in exhibit and storage facilities that house museum collections, including environmental, security, fire protection, and other conditions; housekeeping; and preparation and management of outgoing repository loans for storage and collections management and other loans specific to DOI Work Activity 4B. **(See DOI Work Activity 7Y – Assess/Treat Museum Items for outgoing loans for conservation assessment/treatment, DOI Work Activity 8A – Acquire and Accession Museum Items for incoming loans, and DOI Work Activity R2 – Provide Research Access to Museum Items for outgoing loans for research, exhibits and other similar uses)** Also includes activities related to annual inventories and annual and other periodic reporting, audits, and reviews, including accreditation reviews; mitigation and elimination of threats; emergency response; and all training for museum management. Includes professional assistance preparation of plans that are not covered under other activities **(e.g. DOI Work Activity C7 – Catalog Museum Items, DOI Work Activity 7Y DOI Work Activity 8A, DOI Work Activity 8W – Deaccession Museum Items, DOI Work Activity R1 – manage Cultural and Natural Resources Exhibits and Information, and DOI Work Activity R2)**. For example, includes security and fire protection surveys, collection management plans, collection storage plans, Integrated Pest Management Plans, and housekeeping plans. Includes serving as a museum expert on teams for unit planning and for compliance reviews. Also includes professional consultation to partner institutions and making presentations at professional meetings. Includes bureau staff researching the collections and re-cataloging, correcting, and refining catalog records. Includes preparation of funding requests and reports. For archival collections, this activity includes physical arrangement and rehousing.

Does not include the cost of constructing museum buildings, museum exhibits, or displays that are collected under DOI Work Activity R1. Does not include activities to catalog (DOI Work Activity C7), treat (DOI Work Activity 7Y, acquire and accession (DOI Work Activity 8A), deaccession (DOI Work Activity R1) or provide research access to museum items (DOI Work Activity R2).

Output: Museum items managed/protected	Unit of Measure: Number of managed/protected museum items.
Inputs: Labor, Transportation, Travel, Equipment, Supplies and materials, Volunteers and partners	Cost Drivers: Number and type of museum items; Geographic location; and, Number and nature of threats

System Interfaces:

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